



---

## FSD Ethiopia Procurement Officer Job Description

Grade	3
Department	Operation and Finance
Direct reports to	HR and Admin Manager
Location	Addis Ababa

### About us

Established in 2021, FSD Ethiopia (FSDE) is an agency dedicated to fostering the development of accessible, inclusive, and sustainable financial markets for economic growth and human development.

As a market facilitator, FSD Ethiopia supports market actors in addressing the root causes of financial system failures. Our primary focus is on achieving accessible, inclusive, and sustainable, thereby supporting Ethiopia's long-term development objectives.

Our key responsibilities include identifying the underlying causes of financial system failures, facilitating collaboration among market actors to overcome these challenges, and actively contribute to the establishment of a functional and efficient financial sector that benefits a broad range of individuals and businesses in Ethiopia.

Our overarching vision is to contribute to the establishment of a thriving financial system that brings tangible value to the broader economy and the people of Ethiopia. We are committed to reducing poverty by strengthening Ethiopia's financial markets and addressing the most persistent challenges they face - such as the lack of long-term finance, particularly in local currency, and inadequate risk management capacity.

FSD Ethiopia collaborates with various stakeholders in the financial sector - including the government, private sector, civil society organizations, and other development partners in the areas of financial inclusion, access to capital, and climate finance. FSD Ethiopia's interventions are closely aligned with national and regional policies as well as priorities for financial sector reform.

Aligning with the national economic reform agenda, FSD Ethiopia's work centered around three thematic areas across the financial sector landscape.

1. Financial inclusion: Driving increased access, usage, and quality of financial services for individuals, households, and MSMEs - including savings,

- payments, credit, insurance, and investment.
2. Access to capital: Expanding access to and breadth of efficient long/short-term financing options for private businesses of all scales, and the public sector, including equity, bonds, working capital, etc.
  3. Climate finance: Mobilizing domestic and international capital to fund climate adaptation and mitigation projects and needs of government, businesses, and households, such as green bonds, carbon credits, and insurance.

### **Job Purpose**

The Procurement Officer will be responsible for procuring goods and services that will be purchased either for FSD Ethiopia's use or for partners as in-kind grants. They will also ensure that all goods and services are purchased of the **right** quality, from **suitable** suppliers, in the **appropriate** quantities, at the **proper** times, and at **fair** prices.

## **II. SPECIFIC FUNCTIONS AND RESPONSIBILITIES:**

### **Responsibility #1 Procurement**

- Facilitate the preparation of procurement plans.
- Maintain up-to-date market information on item prices, reviewing at least every six months.
- Receive approved Procurement Authorization Forms (PAFs) for the procurement of goods and services, ensuring all payments are made accordingly.
- Promptly request more specifications from requisitioning units if purchase requests are not clearly specified or completed.
- Track all Purchase Approval Requests (PARs), for both local purchases and those requested through the home office.
- Coordinate the issuance of requests for quotes, collecting bids from reliable and reputable suppliers as per FSDE thresholds.
- Analyze proforma invoices and present to the supervisor and committee members for further processing or approval.
- Determine price reasonableness based on facts and market research.
- Coordinate selection committee meetings.
- Participate in the evaluation, negotiation, and selection of providers for goods and services according to SOPs.
- Ensure purchases are made in the best interests of FSDE and the donor.
- Obtain one quote from a reliable supplier if the purchase amount is below the direct purchase threshold limit.
- Be responsible for receiving the correct items in the proper quantities from

the appropriate supplier against Orders, alongside technical representatives.

- Ensure the timely delivery of materials from suppliers to respective office or property management staff, and that all Items delivered to stores are registered in Goods Receipt Notes (GRNs).
- Handle the local procurement of goods and services.
- Follow up on procurement documents in transit from Admin to Finance until final settlement.
- Ensure any procurement achieves BEST VALUE FOR MONEY and economic utilization of financial resources.
- Verify purchased materials and services meet required standards and specifications indicated by users.
- Review invoices for accuracy and satisfactory delivery approvals before verifying tax certificates and authorizing supplier payments.
- Prepare weekly procurement status reports and submit to the supervisor.
- Regularly update the supervisor on all partial collections of procured goods.
- Inform the supervisor about prices and quality for non-routine goods purchases.
- Conduct quarterly or six-month reviews of pre-approved vendors for routine items.
- Take responsibility for filing/maintaining complete procurement files (on the FSDE share point) per checklists for all approved Procurement Orders (POs).
- Perform other duties as requested by the immediate supervisor.
- Undertake all procurement activities to professional and ethical standards.

### **Job Responsibility # 2 Logistics**

- Deliver materials to respective staff according to specifications.
- Provide assistance when dispatching materials to their intended locations or organizations.
- Assist during inspections prior to materials being recorded on Goods Received Vouchers (GRVs).
- Perform any necessary clearing and liaison activities as required.

### **Job Responsibility # 3 Documentation and Reporting**

- Maintain a purchase tracking sheet and provide weekly and monthly reports to HR and the Admin Manager.
- Maintain copies of all documents, especially those relating to competitive purchases (those involving proforma invoices).
- Maintain a database showing material prices purchased, lists of unreliable suppliers, and contact details of reliable suppliers.

- Verify that all suppliers have current, renewed licenses.
- Ensure suppliers use the appropriate invoices to facilitate value-added tax (VAT) reimbursement processes as required.
- Plan systematic quotation collection and filing of documentation.
- Undertake bid analysis and summarize reports for the Purchase Committee to inform decision making.

**Job Responsibility # 4: Perform other duties as assigned.**

Perform any other related duties as may be assigned by the HR and Administration Manager.

**Job Responsibility # 5: Communication and Networking**

Maintain regular communication and collaboration with stores personnel, HR and Admin, and the Finance Unit.

**III. KEY QUALIFICATIONS**

**A) EDUCATION**

BA/MA or MSC in Supplies Management, Business Administration, and other related fields.

**B) EXPERIENCE**

At least 6/4 years of relevant experience.

**C) Skills I Competencies:**

- Demonstrate high levels of integrity and ethics
- Produce high-quality work that contributes to team success through proactive efforts, on-the-job learning, and skills application
- Effectively communicate both internally and externally
- Strong project management skills
- Ability to give formal presentations
- Proficiency in writing complex reports
- Strong analytical abilities

**IV. CONTACTS/KEY RELATIONSHIPS:**

The candidate is expected to establish and maintain good relationship with staffs members and partners and suppliers.

## **V. WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED:**

This position is based in our Addis Ababa, Ethiopia office. Occasional domestic travel within or outside Ethiopia may be required.

### **Compliance to FSDE policies:**

FSD has a Staff Code of Conduct, Safeguarding and other Policies, which have been developed to ensure the maximum protection of program participants. Any candidate offered a job with FSD will be expected to adhere to these policies and other FSD and Donor policies.

FSD is an equal opportunity employer, and all staff will receive fair treatment without regard to age, race, color, national origin, disability status, gender, religion, marital status, condition of pregnancy, genetic information, or any other legally protected characteristics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **How to Apply:**

Interested candidates should submit a resume and cover letter detailing their interest and qualifications for the position to [jobs@fsdethiopia.org](mailto:jobs@fsdethiopia.org) by or before close of business June 17, 2024, stating the subject as "Applying for the Position of Procurement Officer."

Only shortlisted candidates will be contacted.